



JOB OPPORTUNITY

CALIFORNIA STATE DEPARTMENT OF INSURANCE

**STUDENT ASSISTANT
\$9.05 - \$12.12/HOUR
FINANCIAL SURVEILLANCE BRANCH - ACTUARIAL OFFICE
LOS ANGELES
MULTIPLE POSITIONS**

RESPONSIBILITIES:

The Student Assistant supports the Actuarial Office while working under close supervision; compiles actuarial compliance checklists and data, summarizes and verifies information submitted by insurers, verifies that insurers have addressed required actuarial considerations in actuarial submissions, creates and maintains databases, generates charts and reports. Typical duties include but are not limited to:

- Compile actuarial compliance checklists
- Review and verify rate and forms submissions from insurers
- Extract and compile actuarial data
- Review actuarial reports to verify compliance
- Design and compile policy and rate history summaries
- Calculate and compile rates, loss ratios, reserves, and policy values
- Examine appropriateness of rating structures and rate relativities
- Perform internet search of insurers and other agencies for measurement standards and other topics of actuarial interest
- Conduct studies to assess possible regulatory improvements

DESIRABLE QUALIFICATIONS:

- Dependable and be able to follow instructions
- Willing to take initiative
- Good interpersonal skills
- Able to speak and write effectively and with clarity
- High work and personal skills, knowledge of computer applications desirable in Word, Excel, Access, PowerPoint, and APL

11/07/14 MR

DO NOT SUBMIT APPLICATIONS TO CalHR

AN EMPLOYER OFFERING EQUAL EMPLOYMENT OPPORTUNITY TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE OR SEXUAL ORIENTATION.



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WHO MAY APPLY:

Applications will be accepted from current Student Assistants employed by the State of California or applicants currently enrolled in a college or university. Applicants must provide proof of enrollment as a student assistant in an appropriate college or university program and **provide a copy of college transcripts**. Applicants with a major course of study in Mathematics or Actuarial Science are preferred; however, student assistant applicants with an undeclared major may also apply.

APPLICATION PROCEDURE:

Please mail a completed standard [State Application STD 678](#), and proof of meeting the minimum qualifications of the classification to Malinda Randolph, Department of Insurance, Human Resources Management Division, 300 Capitol Mall, Suite 1300, Sacramento, CA 95814. **Failure to provide proof of meeting the educational requirements will eliminate you from being considered for the position.**

DO NOT EMAIL APPLICATION. Emailed applications will not be accepted. **PLEASE INDICATE "Student Assistant, PSN # 413-356-4870-XXX" ON THE STATE APPLICATION.** For additional information, please call Malinda Randolph at (916) 492-3308.

FINAL FILING DATE: **Until Filled**

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